

# Maryland State Board of Elections

## Voting Location Management Tips for Chief Judges

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### *Generally*

1. All election judges must wear name tags.
2. Individuals from the local board of elections or State Board of Elections will have ID.
3. Accredited challengers and watchers must have a signed certificate.
4. Ask for ID from equipment technicians, support staff and members of the media.
5. Record any unusual activities in the election log. Give as much detail as possible

### *Know What's Going on Inside the Voting Location – Look for voters:*

1. Taking an unusually long time to vote
2. Trying to insert something other than a ballot into the scanner
3. Take out tools or other equipment
4. Who are overdressed for the weather
5. In places where voters are not allowed
6. Who look nervous or don't seem like they belong there

### *Know What's Going on Outside the Voting Location*

1. Periodically, go outside the building and look around.
2. Make sure that people electioneering are not interfering with the voters.
3. Check that the “no electioneering” signs are properly placed and still there.

### *If you see something, say something!*

1. Tell another judge what you see. Ask that judge to watch you talk to the voter.
2. Approach calmly and keep appropriate space between you and the voter.
3. Ask “may I help you?”
4. If the voter should not be in the voting location, ask the voter to leave.
5. If the voter doesn't leave, tell the voter that you will call the police.
6. Call the police if the voter doesn't leave.
7. Call 911 if you feel unsafe.

### *Tips for Calming Upset Voters*

1. Be patient.
2. Avoid confrontations and debates with the voter.
3. Explain that you are trying to help.
4. Explain that you took an oath to follow federal, state, and local laws and that's what you are doing.
5. If the voter is disruptive, tell the voter that you will ask him/her to leave if s/he doesn't calm down. If the voter continues to be disruptive, tell the voter to leave or you will call the police. If the voter continues, call 911.

### *Other Resources for Upset Voters*

1. Issue a provisional ballot if the voter isn't otherwise eligible to vote
2. Montgomery County Board of Elections at 240-777-8543
3. State Board of Elections at 1-800-222-VOTE